

August 29, 2013

**MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES PROVIDERS**

FROM: Jessica Dresner, Director  
Missouri Medicaid Audit and Compliance Unit

SUBJECT: October Provider Update Meetings

The Missouri Medicaid Audit and Compliance Unit (“MMAC”) has scheduled provider update meetings for all Home and Community Based Services (HCBS) providers in October 2013. HCBS providers include: In-Home Service (IHS) providers, Consumer Directed Services (CDS) vendors, Residential Care Facilities (RCF)/Assisted Living Facilities (ALF) and Adult Day Care (ADC).

Three sessions are being offered to allow maximum participation. HCBS providers need to attend only **one** session as the same agenda will be presented for each day. Pre-registration is not required. Meetings will be held at the Harry S. Truman Building, 301 West High St., Room 490/492, Jefferson City, MO 65101. The dates are as follows:

- Monday, October 7, 2013  
10:00 AM to 2:30 PM
- Tuesday, October 8, 2013  
10:00 AM to 2:30 PM
- Wednesday, October 9, 2013  
10:00 AM to 2:30 PM

**Tentative** topics to be presented include:

- Missouri Department of Health and Senior Services (DHSS)
  - Reassessments
  - Data Entry in the Web Tool

- Missouri Medicaid Audit and Compliance Unit (MMAC)
  - HCBS Updates and Changes
    - Enrollment Changes and Updates
    - Who to Ask for Guidance
  - Provider Review
    - Audit Responsibilities
    - How to Prepare for an Audit
    - What is Audited?
    - Billing and Documentation Practices
  - Investigations
    - Investigation Responsibilities
    - Program Violations vs. Law Violations
    - Administrative Actions
    - Sanctions That Exist for Violations
  - Annual Application Process for IHS and CDS Providers
    - Required Documents
    - Timeline

**Additional information:**

- The IHS provider is responsible for maintaining proof of attendance in the certified manager's personnel file.
- Attendance at any **one** of the sessions listed above will fulfill the requirement in 19 CSR 15-7.021(14)(D).

Any questions regarding this memorandum should be directed to MMAC - Provider Contracts via e-mail at [mmac.ihscontracts@dss.mo.gov](mailto:mmac.ihscontracts@dss.mo.gov).